



GREEN VALLEY ACADEMY

Admissions Policy and Procedure

Approved: October 2026

DOCUMENT CONTROL

Document control	Details
Reference	GVA-01
Policy owner	Academic Registrar and Admissions Officer
Approved by	Academic Board, through the Marketing and Admissions Committee — 5 October 2026
Effective from	05 October 2026
Next review	12 months from approval, or earlier following any material change to the University of Wolverhampton admissions framework
Applies to	All applicants to Green Valley Academy franchised provision, and all staff involved in admissions, assessment, offers, enrolment and registration
Linked documents	Applicant Appeals and Complaints Policy; Marketing and Recruitment Compliance Policy; University of Wolverhampton Academic Regulations; University of Wolverhampton Terms and Conditions; University of Wolverhampton admissions requirements; relevant GVA reasonable adjustments and learning support arrangements

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1. PURPOSE AND THE FRANCHISE CONTEXT

- 1.1** This policy governs the admission of students to the BSc (Hons) Public Health with Foundation Year and to every course subsequently delivered by GVA under its franchise agreement with the University of Wolverhampton. GVA delivers franchised provision: the University is the awarding body, owns the admissions framework, the Academic Regulations and the award, publishes the terms and conditions which every student accepts, and retains final authority over entry standards, registration and the student contract; GVA operates admissions day to day within that framework — receiving applications, conducting the assessment described in this policy, making offers within the agreed criteria, and preparing students for enrolment and registration with the University. Where any provision of this policy differs from the University's regulations or requirements, the University's framework prevails, and GVA shall refer any question about entry standards, registration or the student contract to the relevant department of the University.
- 1.2** Every applicant who accepts an offer of a place enters into a legally binding contract directly with the University of Wolverhampton, formed of the University's offer letter, the University's Terms and Conditions and the University's Academic Regulations and associated policies as published on the University's website. GVA does not issue its own student terms and conditions, and no GVA document creates a separate contract for the course: applicants shall be directed, before acceptance, to read the University's Terms and Conditions carefully — including the sections on conditions of admission, the right to cancel within fourteen days, fees and payment obligations, changes to the contract, termination and liability — and GVA staff shall signpost applicants to the University's admissions contact for any question about the contract before they accept.

2. WHO GVA RECRUITS: OUR WIDENING PARTICIPATION COMMITMENT

- 2.1** GVA exists to open higher education to the communities of Luton and the surrounding region, and its admissions are built deliberately around disadvantaged and mature learners: adults returning to study after years in work or caring, applicants who left school without formal qualifications, and students for whom conventional entry routes have been closed. Accordingly, and consistent with the widening-access purpose of the integrated Foundation Year, GVA does not prescribe specific qualification requirements for entry through the Foundation Year route, and no applicant shall be refused consideration for the absence of any particular certificate, grade profile or UCAS tariff. This is stated explicitly so that neither staff nor published materials ever import qualification barriers that this policy does not contain: for mature learners there is no qualification requirement, and eligibility is established through the assessment process in Section 3.
- 2.2** Where an applicant does hold prior qualifications — Level 3 study, access qualifications, other certificated learning, or previous undergraduate study — those qualifications are welcomed and considered as part of the general picture of readiness, and an applicant meeting the University of Wolverhampton's published general criteria for the course may be admitted on that basis; but qualifications operate as evidence of potential, never as a gate, and this policy shall not be applied so as to require them. GVA recruits' home (UK-

domiciled) students only, does not recruit international students, and does not sponsor visas; applicants must be able to demonstrate at enrolment, in accordance with the University's Terms and Conditions, that their immigration status entitles them to study.

3. SELECTION: PREPARATION FOR FOUNDATION AND PREPARATION FOR DEGREE DAYS

- 3.1** Selection for entry is conducted through GVA's Preparation for Foundation (PFF) days, for entry to the Foundation Year, and Preparation for Degree (PFD) days, for entry beyond the Foundation Year, and these events are the selection criteria: admission decisions rest on the applicant's demonstrated readiness and potential at a PFF or PFD day, informed by their experience, and not on prior qualifications. Every applicant shall be invited to a PFF or PFD day, at which trained GVA staff shall conduct: a structured, supportive conversation exploring the applicant's experience — employment, caring, volunteering and life experience all counting as relevant evidence of capability and motivation; a short written task, assessing the applicant's ability to communicate ideas in writing at a level from which the Foundation Year can build; a numeracy and digital-skills diagnostic, used to plan support rather than to exclude; and an assessment of functional English sufficient to engage with the course, conducted within the day's activities rather than by demanding certificates. The assessment criteria shall be published in plain language as competencies — motivation and commitment, relevant experience, communication, and readiness to benefit from the Foundation Year — and every assessment shall be recorded on the applicant's file against those competencies, by the named assessors, with reasons.
- 3.2** PFF and PFD days are also preparation, not merely selection: they introduce applicants to studying at GVA, to the Personal Academic Tutor system and support services, to the demands and costs of the course, and to the University of Wolverhampton's role as awarding body, so that every applicant who proceeds does so with an accurate picture of what they are undertaking. An applicant who is not ready shall be told so honestly and kindly, with advice on preparation and an open invitation to a future cycle; refusal at a PFF or PFD day is never a judgement of worth, and reapplication is welcomed.

4. THE APPLICATION JOURNEY

- 4.1** The admissions process operates as follows, and every step shall be recorded so that each decision is auditable end to end: enquiries receive accurate, impartial information drawn only from approved course information under the Marketing, Recruitment and Admissions Compliance Policy, and no member of staff may promise an offer or an outcome; applications are made on GVA's application form or through UCAS where applicable, and are logged on the day of receipt; identity, and immigration status establishing the right to study, are verified against original or certified documents before any offer is confirmed, with suspected fraudulent documents investigated under GVA's fraud-prevention controls, refused where fraud is confirmed, and reported to the University; the applicant attends a PFF or PFD day under Section 3; the admission decision is made by the Academic Registrar and Admissions Officer or a trained nominee, against the published competencies only, and recorded with reasons; and

offers are issued in accordance with the University of Wolverhampton's framework, with the applicant directed to the University's offer letter, Terms and Conditions and published fee information, and to the declaration requirements — including the declaration of relevant unspent criminal convictions within the period the University's Terms and Conditions specify.

- 4.2** At enrolment, students enroll with GVA for delivery and are registered as students at the University of Wolverhampton, whose Academic Regulations, conduct requirements and student contract then govern their studies; GVA shall support every student through the University's enrolment and registration requirements and shall report enrolment data to the University completely, accurately and on time. Applicants are invited at every stage to disclose disabilities and support needs, disclosure never disadvantages an application, and disclosures are handled under the Disability Disclosure and Learning Support Policy so that support — including any Learning Support Plan and, where needed, evacuation planning — is in place from the first day of teaching.

5. FAIR ADMISSIONS, MONITORING AND GOVERNANCE

- 5.1** Applicants are assessed on merit and potential; no applicant shall be treated less favorably because of any protected characteristic under the Equality Act 2010; reasonable adjustments shall be made to every stage of the admissions process, including PFF and PFD days, on request or on identified need; and admissions staff shall be trained in this policy, in safeguarding awareness, and in the honest advising of applicants. The Academic Registrar and Admissions Officer shall report each cycle to the Marketing and Admissions Committee on application volumes, PFF/PFD outcomes, conversion, entry profiles, verification and fraud outcomes, and refusals with reasons; the Committee shall review this data against the Access and Participation Statement; and this policy shall be reviewed annually and immediately upon any change to the University of Wolverhampton's admissions framework. An applicant dissatisfied with a decision or with the process may use the Applicant Appeals and Complaints Policy, and thereafter the University of Wolverhampton's Admissions Complaints Procedure.